Competency Profile of COMMUNITY CORRECTIONS PROFESSIONAL III

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U.S. DEPARTMENT OF JUSTICE

National Institute of Corrections

April 1997 Longmont, Colorado

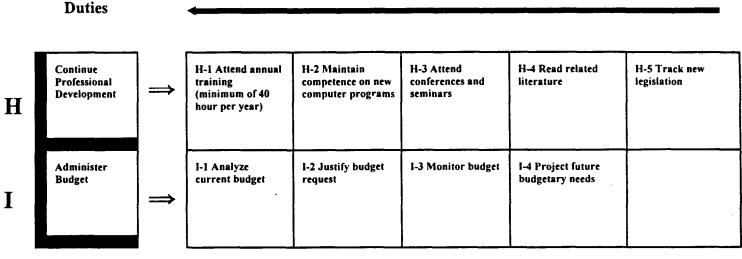
COMMUNITY CORRECTIONS PROFESSIONAL III

... manages community corrections programs by supervising staff and interacting with courts, clients, and other agencies in order to offer safe alternatives to incarceration.

	Duties			<u> </u>			
A	Supervise Staff	\Rightarrow	A-1 Schedule staff	A-2 Delegate responsibilities	A-3 Monitor quality of work daily	A-4 Motivate and recognize staff	A-5 Facilitate supervision meetings
В	Maintain Interagency/ Community Relationships	\Rightarrow	B-1 Complete and provide courts and other agencies with documents	B-2 Serve as a referral to community resources	B-3 Inform supervising agencies of pertinent information	B-4 Collaborate/ coordinate with community/other agencies	B-5 Provide training to other community agencies
C	Develop, Implement, and Maintain Programs	=	C-1 Assess need for programs	C-2 Locate and coordinate available resources	C-3 Create programs	C-4 Inplement programs	C-5 Monitor programs
D	Provide Case Management		D-1 Gather client information	D-2 Create/update client records	D-3 Contact clients regularly	D-4 Assess/evaluate client needs	D-5 Develop and implement case plans
E	Recruit and Hire Staff	\Rightarrow	E-1 Initiate hiring processes	E-2 Screen applications	E-3 Schedule and conduct interviews	E-4 Assess candidates and offer positions	E-5 Conduct background investigations and check references
F	Coordinate Training	\Rightarrow	F-1 Identify training needs	F-2 Develop curriculums	F-3 Establish training logistics	F-4 Recruit and prepare trainers	F-5 Generate training schedules
G	Develop and Revise Policies and Procedures	\Rightarrow	G-1 Identify areas to be addressed	G-2 Conduct research	G-3 Revise/review existing policies and procedures	G-4 Write policies and procedures	

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NOTE: Duty bands J and K are performed only by specialized Community Correctional Professional IIIs. Duty band K is only performed by CCP IIIs in juvenile facilities

J	Perform Bond Commissioner Process	=	J-1 Gather client information	J-2 Create and update client record	J-3 Assess and evaluate client needs	J-4 Determine case disposition	J-5 Complete and disseminate paperwork
K	Maintain Detention Facility	⇒	K-I Provide emotional/physical safety and security	K-2 Maintain security of facility	K-3 Supervise daily programming/ schedule	K-4 Attend to basic needs/requests of clients	K-5 Administer medication

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Tasks	 	
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A-6 Inform staff of policy changes	A-7 Conduct performance appraisals	A-8 Monitor professional development of staff	A-9 Update and maintain personnel files	A-10 Mediate conflicts	
B-6 Educate other community/agencies of our functions		-			
C-6 Evaluate programs					
D-6 Refer to and coordinate with community organizations/agencies	D-7 Provide free labor and services to community	D-8 Monitor compliance with court orders	D-9 Prepare/ disseminate reports		
F-6 Provide shift coverage and staff compensation	F-7 Provide training				



Tasks						
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J-6 Coordinate with referral agencies						
K-6 Maintain daily records/logs	K-7 Complete booking processes	K-8 Complete lodging processes	K-9 Provide secure transports	K-10 Restrain and isolate violent youth	,	·

Traits & Attributes

Patient/tolerant Empathic Organized Self motivated Ethical/honest Resourceful Positive

Dependable/reliable

Flexible
Independent
Analytical
Decisive
Disciplined

Knowledge & Skills

Knowledge of: Skills in:

State revised statutes Verbal/written communication

Children's code
Administrative order
Constitution
Criminal procedures
Pretrial law
Court proceedings
Computer literacy
Leadership
Crisis resolution
Organization
Teaching
Mediation

Security Supervision
Agency's organizational structure Interviewing
Agency's mission/goals Self defense
Human behavior First-aid and CPR

Cultural awareness/diversity

Substance abuse

Domestic abuse dynamics

Working in teams

Listening

Fingerprinting

Probation and parole Using security devices

Using office equipment

COMMUNITY CORRECTIONS PROFESSIONAL III

Panel Members

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This DACUM profile was developed as a demonstration during the "DACUM Facilitator Training" seminar, April 15-16, 1997.

Allen L. Ault, Ed.D. Chief

National Institute of Corrections Academy



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